

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

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**2011- 026 &
027**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Enforcement Unit	3. CLASS TITLE Special Investigator I (Non-Peace Officer)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-950-8612-00x & 312-900-8612-005

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Supervising Special Investigator I, Enforcement Unit, the incumbent conducts field investigations of purported violations of California Health & Safety Code Section 1798.200.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
45%	<p>ESSENTIAL FUNCTIONS</p> <p>Under the direction of the Supervising Special Investigator I, Enforcement Unit, the Special Investigator works independently or jointly to conduct investigations on applicants and licensed EMT-Paramedics in accordance with accepted investigative techniques, applicable laws, regulations and departmental policies and procedures and utilizes a PC or Laptop with Outlook, Microsoft Word and Excel License 2000, Lexus Nexus, and other applicable software, and using a telephone.</p> <p>In order to ensure due process and to effectively conduct the EMS Authority's EMT-Paramedic Investigative cases, all investigation work is to be based on establishing evidence that is clear and convincing evidence to a reasonable certainty. Such evidence is to be based on research and interpretation in accordance with accepted investigative techniques, applicable laws, regulations and departmental policies and procedures. The Special Investigator:</p> <ul style="list-style-type: none"> Receives confidential complaints/allegations regarding potential violations of the laws and regulations governing licensed paramedics through the intake processing unit. For each case assigned, conducts a preliminary assessment to propose a course of action, i.e., referral to other agency, internal investigation, etc.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Michael Smith	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p>Essential Functions (cont.)</p> <ul style="list-style-type: none"> Investigates, analyzes, and evaluates cases to detect and verify suspected violations of the provisions of the laws, rules and regulations governing EMT-Paramedics and applicants by conducting field investigations, interviewing witnesses and persons of interest, performing medical and legal research, public record searches, evidence documentation and surveillance as necessary as assigned by the Supervising Special Investigator I. Performs all activities required to conduct and document investigatory work to a high standard of due professional care. Submits case summary conclusions to management for disciplinary actions and prepares cases for review and action by the EMS Authority's legal counsel using knowledge gained from investigations/interrogations and proper report documentation practices. Collaborates with the EMSA legal office and the Attorney General's Office regarding the status of ongoing investigations.
30%	<p>In order to ensure the Enforcement Unit is efficient and effective in it's efforts to protect the health and safety of the public when Special Investigator:</p> <ul style="list-style-type: none"> Evaluates all assigned cases suspected of high risk behavior to determine the threat level of dangerous emergency pre-hospital care received by EMT-Paramedic violators (for instance drug diversions) and makes recommendations to management regarding a temporary suspension order by taking appropriate action to ensure that the public's health and safety are not compromised. Assist(s) the Supervising Special Investigator I during interviewing respondents and witnesses; prepares interview summaries, case summaries, and supplemental investigative reports; obtains relevant evidence; maintains chain of custody of evidence and analyzes medical records and relevant statutes and regulations in order to make appropriate case disposition. Prepares monthly investigation reports utilizing License 2000 computer program to track opened and closed cases and informs the Supervising Special Investigator of cases pending scheduled ALJ hearings. Participates on interagency liaison workgroups related to paramedic violations to share investigative and reporting responsibilities. Inputs investigation casework information into the case log tracking system utilizing License 2000.
10%	<p>In order to ensure EMT-Paramedics placed on probation are in compliance with terms and probationary conditions the Special Investigator:</p> <ul style="list-style-type: none"> Provides technical assistance to the probation coordinator to assist in monitoring the probationary period of EMT-Paramedics either alone or in conjunction with a local EMS agency to ensure compliance of terms. Gathers, determines, compiles and maintains evidence needed at hearings when probationers license is revoked as a result of probation violation. Serves as the receiver and evaluator of police, incident and lab reports and all other information received in regards to probationary cases.
10%	<p>In order to promote a Vertical Prosecution relationship between the Enforcement Unit and EMSA Legal Office the Special Investigator:</p> <ul style="list-style-type: none"> Develops, revises, and makes recommendation for implementation of unit procedures. Provides technical assistance, verbally and in writing to legal assistant staff, to local government agencies and officials and public and private EMS providers regarding EMT-P regulations, investigations, and enforcement. Ensures that information of the Enforcement computer database is accurate and timely and performs other duties as assigned.

5%

MARGINAL FUNCTIONS

Researches a variety of program matters including, but not limited to issue papers, and bill analysis.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Investigation techniques and procedures; rules of evidence and court procedure; laws of arrest, search and seizure, legal rights of citizens and service of legal process and interviewing techniques; duties of Federal, State, and local law enforcement agencies; provisions of the laws, rules, or regulations enforced or administered; and principles and techniques of personnel management and supervision.

SKILL TO: Perform investigatory work; and plan, organize, and direct investigations.

Ability to: Interpret and apply laws and regulations to specific situations; gather and analyze facts; reason logically, draw valid conclusions, and make appropriate recommendations; good reading comprehension; participate effectively in investigations and interviews; communicate effectively; and establish and maintain effective working relationships with Federal, State, local law enforcement agencies, and others; analyze situations accurately, think and act quickly in emergencies, and take an immediate and effective course of action; develop, organize, prioritize, and manage multiple case investigations, work plans, and other assignments or tasks; review and evaluate the work of others; and provide guidance and constructive feedback.

INTERPERSONAL SKILLS

- Possess ability to communicate effectively and diplomatically with staff at all levels in a fast-paced work environment
- Exercise a high degree of initiative and independence
- Ability to act with flexibility and tact under stressful circumstances

SPECIAL PERSONAL CHARACTERISTICS

Aptitude for investigation work; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to travel throughout assigned areas and to work long and unusual hours as required; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; tact; neat personal appearance; and ability to qualify for a fiduciary bond.

NOTE: During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

FINGERPRINTING REQUIREMENT

Title 11, section 703(d), of the California Code of Regulations, requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

DESIRABLE QUALIFICATIONS

- Must possess and maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters.
- Knowledge of probation/ investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure and legal rights of citizens; and service of legal process.
- Ability to deliver clear, concise, accurate, and factual summaries of results of an investigation, both orally and in writing.
- Ability to conduct and participate effectively in investigations and interviews;
- Ability to exercise tact, initiative, ingenuity, resourcefulness, and judgment in collecting and analyzing data; make sound deductive reasoning and constructive recommendations.
- Excellent interpersonal communication and organizational skills
- Possess ability to interpret and apply laws and regulations to specific situations;
- Strong proficiency in oral and written communications and research skills.
- Ability to manage multiple projects and set appropriate priorities.
- Technical proficiency in computer applications used for business.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, business dress for a professional office.
- Ability to effectively handle stress, multiple tasks, and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.
- Ability to manage time and resources effectively, and maintain confidentiality.
- Willingness to travel and work irregular and unusual hours as required.
- Must possess a valid California Driver's License.